

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 195  
NOVEMBER 6, 2013 – WORK SESSIONS**

**Island County Treasurer  
Summary Minutes**

Work Session was held between the County Commissioners and the Treasurer on Wednesday, November 6, 2013, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**        **Jill Johnson, Chair**                                **Staff: Nicole Tesch**  
   **Kelly Emerson, Member – via teleconference**  
   **Helen Price Johnson, Member**

**Present: Ana María d Nunez, Treasurer**

**Others Present: Elaine Marlow, Budget Director, Bill Oakes**

Record @ 00:17

**Subject/Description: Clean Water Utility assessments**

**Attachment:** None

**Information:** Ana Maria d Nunez informed the Board about an error in the software program that identified approx. 1,400 properties as exempt and as a result were not assessed CWU fees for the past two years. Steps have been taken to correct the way the software program is coding assessments.

**Follow up:** The Board directed the Treasurer to assess the fees moving forward for 2014 and not collect retroactively, as the cost to do so is prohibitive.

**Public Works  
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, November 6, 2013, at 9:15 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

**County Commissioners:**        **Jill Johnson, Chair**                                **Staff: Nicole Tesch**  
   **Kelly Emerson, Member - via teleconference**  
   **Helen Price Johnson, Member**

**Staff Present: Bill Oakes, Director, Joantha Guthrie**

**Others Present: Elaine Marlow, Budget Director**

Record @ 11:48

**Add-On**

**Subject/Description: County Drainage Project-Columbia Beach Drive Outfall Berg South Outfall**

**Attachment:** Memorandum dated 11/6/13 from Phil Cohen, to BOCC

**Action Requested:** Approval of contract with Skillings-Connolly, Inc. for Columbia Beach South Outfall Extension Design; Amount: \$61,442.90.

**Follow-up:** Okay with full Board to move forward to Monday's agenda.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 196  
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**Roads**

**Subject/Description:** Road Vacation Discussion – Oceanside Drive; Petitioner, Michael Manz

**Attachment:** Memorandum, County Engineer's Report, Map & Aerial Photo Indicating Proposed Right-of-Way Vacation

**Action Requested:** Approval of Petition to Vacate a Portion of County Road Right-of-Way known as Oceanside drive located in the Plat of Lagoon Point.

**Follow up:** Okay with full Board to schedule for public hearing.

**Solid Waste**

**Subject/Description:** Coordinated Prevention Grant (CPG) Agreement between the State of Washington Department of Ecology and Island County Public Works

**Attachment:** Copy of CPG Agreement; Grant No. G1400172

**Action Requested:** Approval of Department of Ecology Coordinated Prevention Grant Agreement for collection and disposal of hazardous waste; Time Period: July 1, 2013 - June 30, 2015; Amount: \$419,943.00.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** Puget Sound Energy Conservation Grant Agreement

**Attachment:** Memorandum & Copy of Grant Agreement No. C-11802; Project No. 085-6055, Conservation Schedule E250

**Action Requested:** Approval of Puget Sound Energy Conservation Grant Agreement for installation of variable frequency driver/controls for blower operation at the Coupeville landfill; Amount: \$36,642.00.

**Follow up:** Okay with full Board to move agreement forward to Monday's agenda.

**Subject/Description:** Island County Solid Waste & Moderate-Risk Waste Management Plan

**Attachment:** Memorandum & Draft Plan

**Information:** Joantha Guthrie briefed the Board on updates/changes made to the Island County Solid Waste and Moderate-Risk Waste Management Plan.

**Follow up:** Okay with full Board.

**Human Resources**

**Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, November 6, 2013 at 9:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Jill Johnson, Chair</b> <b>Kelly Emerson, Member - via teleconference</b> <b>Helen Price Johnson, Member</b>	<b>Staff: Nicole Tesch</b>
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**Staff Present:** Melanie Bacon, Human Resource Director

**Others Present:** Brooke Powell, Sheriff Mark Brown, LeRae Brown, Jackie Henderson, Dave Wechner

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 197  
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Record @ 39:50

**Subject/Description: Resolution- General Wage Increase for Non-Represented Employees**

**Attachment:** draft resolution

**Action Requested:** Approval to move forward with resolution establishing a general wage increase for non-represented employees equal to 2% of base salaries effective January 1, 2014.

**Follow up:** Okay with full Board to move forward to a Monday consent agenda.

**Subject/Description: Employment Contract**

**Attachment:** draft Employment contract

**Action Requested:** Approval of Employment Contract form for new Department Head hires, effective January 1, 2014.

**Follow Up:** Okay with full Board to move forward to a Monday consent agenda.

**Subject/Description: Memorandum of Agreement**

**Attachment:** Memorandum of Agreement by and Between Island County and Island County Deputies Guild

**Action Requested:** Approval of Memorandum of Agreement by and between Island County and Island County Deputies Guild.

**Follow up:** Okay with full Board to move forward to a Monday consent agenda.

**Subject/Description: Administrative Services/Facilities**

**Attachment:** yes

**Discussion:** Melanie provided two options:

<b>Option 1</b>	<b>Option 2</b>
Eliminate “Facilities Director” position; incorporate Budget, Facilities, IT, GSA and Risk functions into existing position	Eliminate “Facilities Director” position; create new “Support Services Director” position which includes Facilities and IT (also hire a Facilities Engineer to serve as Lead; incorporate Budget, GSA and Risk functions into existing position

**Follow up:** Bring back to the November 13, 2013 work session with cost estimates for each option.

**Subject/Description: Pay Range**

**Attachment:** none

**Action Requested:** Revise the NR structure to create a new Department Head salary range NR 40, \$70,000-\$110,000, for all BOCC senior staff positions.

**Follow up:** Okay with full Board.

**Subject/Description: Job Requisitions**

**Attachments:** Yes

**Action Requested:**

**Public Works:**

- Truck Driver I—Coupeville Road Shop, *replacement, R-11*, Job Requisition 098/13  
*Commissioner Price Johnson moved to approve Job Requisition 098/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Superior Court:**

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- Court Commissioner, .2 FTE Job Requisition 081/13  
*Commissioner Price Johnson moved to approve Job Requisition 081/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Sheriff:**

- Deputy Sheriff - Patrol, Guild 10, Step 3 Job Requisition 089/13
- Deputy Sheriff - Patrol, Guild 10, Step 3 Job Requisition 090/13  
*Commissioner Price Johnson moved to approve Job Requisitions #089/13 & 090/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Corrections Deputy, S-9, Step 1, Job Requisition 093/13  
*Commissioner Price Johnson moved to approve Job Requisition #093/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Administrative Assistant, NR-12 Job Requisition 094/13 – Postponed
- Deputy Sheriff – Patrol, Guild 10, Step 3, Job Requisition 091/13  
*Commissioner Price Johnson moved to approve Job Requisition #091/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Deputy Sheriff – Patrol, Guild 10, Step 3, Job Requisition 092/13  
*Commissioner Price Johnson moved to approve Job Requisition #092/13. The motion was seconded by Commissioner Johnson and carried with a vote of 2 in favor and one opposed. Commissioner Emerson opposed the motion.*
- Jail Superintendent - Reclassification & increase from NR 21 to NR 25  
*Commissioner Price Johnson moved to approve the reclassification and increase from NR 21 to NR 25. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Prosecuting Attorney:**

- Chief Criminal Deputy PA, NR-19, Job Requisition 088/13  
*Commissioner Price Johnson moved to approve Job Requisition #088/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Auditor:**

- Accountant, NR-13, Job Requisition 095/13  
*Commissioner Price Johnson moved to approve Job Requisition #095/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Index/Licensing Clerk, .5 FTE, C-8, Job Requisition 096/13  
*Commissioner Price Johnson moved to approve Job Requisition #096/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Accountant, NR-13, replacement position, Job Requisition 097/13- Postponed

**District Court:**

- Assistant Court Administrator, NR-12, Job Requisition 099/13  
*Commissioner Price Johnson moved to approve Job Requisition #099/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Human Services:**

- Housing Program Coordinator, replacement, 1 FTE, C-11, Job Requisition 100/13  
*Commissioner Price Johnson moved to approve Job Requisition #100/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 199  
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**Planning:**

- Permit Tech 1, replacement, C-7, Job Requisition 101/13  
*Commissioner Price Johnson moved to approve Job Requisition #101/13. The motion was seconded by Commissioner Johnson and carried unanimously.*
- Building Inspector/Plans Examiner II – promotion  
*Commissioner Price Johnson moved to approve the promotion. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Assessor:**

- Appraiser Trainee, C-6, Job Requisition 086/13  
*Commissioner Price Johnson moved to approve Job Requisition #086/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Clerk:**

- Deputy Clerk I, C-6, Job Requisition 087/13  
*Commissioner Price Johnson moved to approve Job Requisition #087/13. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Treasurer:**

- Deputy Treasurer – supplements, new regular position (from temporary) C-9, Job Requisition 102/13  
*Commissioner Price Johnson moved to approve Job Requisition #102/13. The motion was seconded by Commissioner Johnson and carried with a vote of two in favor and one abstention. Commissioner Emerson abstained.*

**Planning & Community Development  
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, November 6, 2013 at 11:15 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Jill Johnson, Chair</b> <b>Kelly Emerson, Member – via teleconference</b> <b>Helen Price Johnson, Member</b>	<b>Staff: Nicole Tesch</b>
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**Staff Present:** David Wechner, Director, Paula Bradshaw, William Simpson

Record @ 02:08:35

**Subject/Description:** Port of Coupeville (Greenbank Farm) CPA 026/13 update

**Attachment:** Memo dated 10/29/13 & packet submitted to Dept. of Commerce

**Information:** The Port of Coupeville requested an amendment to the Land Use Map of the Greenbank Farm Master Plan and the regulations for the Greenbank Farm Special Review District. The proposal would readjust the subzone boundaries in the Special Review District along Wonn Road and in the Commercial subzone. It would also allow a Park-n-Ride as a permitted use in the subzone adjacent to Wonn Road.

**Follow up:** Scheduled to go before the Planning Commission on November 19, 2013 and a tentative Public Hearing date before the Board on December 23, 2013.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 200  
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**Subject/Description:** Ordinance C-99-13 PLG-008-13 -In the Matter of Adopting a Six (6) Month Moratorium within Island County on the Establishment, Siting, Location, Permitting, Licensing or Operation of Marijuana-related Businesses to be Authorized Under Washington State Initiative No. 502 Providing for Severability; and Establishing an Effective Date *(continued from the regular Monday Agenda of 11/4/13)*

**Attachment:** yes

**Action Requested:** Action on moratorium tabled. Waiting to hear back from the Liquor Control Board.

**Follow Up:** *Commissioner Price Johnson moved to table the action on adopting a moratorium to the November 13, 2013 work session at 1:00 p.m. The motion was seconded by Commissioner Emerson and carried with a vote of two in favor and one opposed. Commissioner Johnson opposed the motion.*

**Subject/Description:** Temporary Event Permitting

**Attachment:** yes

**Information:** Dave Wechner reviewed the recommendations of the working group of Whidbey and Camano property owners who are conducting rural events on their properties.

**Follow up:** Continue discussion to the November 13, 2013 work session.

**Health Department  
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, November 6, 2013, at 1:00 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Jill Johnson, Chair</b>	<b>Staff: Nicole Tesch</b>
	<b>Kelly Emerson, Member – via teleconference @ 1:10 p.m.</b>	
	<b>Helen Price Johnson, Member</b>	

**Staff Present:** Keith Higman, Jill Wood

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:08:40

**Administration**

**Subject/Description:** Department of Health - Consolidated Contract

**Attachment:** Contract No. C16886 (Amendment #11)

**Action Requested:** Approval of Contract Amendment 11 with WA State Department of Health – Consolidated Contract; Amendment adds \$5,800 To Beach Environmental Assessment, Communication, and Health (BEACH) Program; adds \$14,333 to Maternal & Child Health Block Grant and amends Statement of Work; adds \$2,000 to OICP-PPHF Vaccine Storage & Handling Project; reduces by \$16,210 funds to Supplemental Nutrition Assistance Program (SNAP-Ed); adds \$2,000 to TB Program. Contract No. C16886; Amount: \$7,923.00.

**Follow Up:** Okay with Board to move forward to a Monday agenda.

**Subject/Description:** Discussion regarding IC travel policy

**Attachment:** none

**Action Requested:** After the fact approval of travel expenses for two staff members who attended training in excess of 3 days.

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**Follow Up:** *Commissioner Price Johnson moved to approve the travel expenses. The motion was seconded by Commissioner Johnson and carried unanimously.*

**Subject/Description:** Health Care Authority (HCA) Medicaid Administrative Claiming Contract #1163-35240

**Attachment:** yes

**Action Requested:** Approval of Contract Amendment 1 with WA State Healthcare Authority—Medicaid Outreach; Amendment un-suspends contract to resume claiming for Medicaid Federal Financial Participation costs and sets specific allowable payment amounts for claims. Contract No. 1163-35240; Amount: \$0.00

**Follow Up:** Okay with full Board to move forward to a Monday agenda.

**Assessment**

**Subject/Description:** Notification regarding a Request for Proposals for Healthy Communities grant

**Attachment:** none

**Information:** Keith Higman informed the Board that the Health Department will be applying for this grant opportunity.

**Environmental Health**

**Subject/Description:** Amendment to modify the contract time with eOnsite, LLC (Online RME)

**Attachment:** Contract Amendment - HD-09-12 (Amendment #1)

**Action Requested:** Approval of Contract Amendment 1 with eOnsite, LLC – Online RME; Amendment extends compensation period from December 31, 2012 to September 30, 2013; Amount: \$0.00

**Follow Up:** Okay with full Board to move forward to a Monday consent agenda.

**Department of Natural Resources  
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on November 6, 2013 at 1:15 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

<b>County Commissioners:</b>	<b>Jill Johnson, Chair</b>	<b>Staff: Nicole Tesch</b>
	<b>Kelly Emerson, Member – Excused</b>	
	<b>Helen Price Johnson, Member</b>	

**Staff Present:** Keith Higman, Director, Jill Wood

**Others Present:** Elaine Marlow, Budget Director

Record @ 03:26:10

**Subject/Description:** Professional Service Agreement with Coastal Geologic Services, Inc.

**Attachment:** Contract No. DNR-03-2013

**Action Requested:** Approval of contract with Coastal Geologic Services –ILIO Near-Term Action Project Development; Contractor to conduct LiDAR/GIS analysis of Island County

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 202  
NOVEMBER 6, 2013 – WORK SESSIONS**

shoreline bluff crest position and waterward point of primary structure along the shore in support of several near-term actions for Island County; Amount: \$13,700.00.

**Follow Up:** Okay with Board to move forward to a Monday agenda.

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, November 6, 2013, at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**        **Jill Johnson, Chair**                    **Staff: Nicole Tesh**  
   **Kelly Emerson, Member - Excused**  
   **Helen Price Johnson, Member**

**Staff Present:** Elaine Marlow, Budget Director, Don Mason, Program Coordinator, Brooke Powell, Court Administrator

**Others Present:** Danielle Rideout, Land Protection Specialist, WCLT

Record @ 03:32:05

**Subject/Description: Public Defense Request for Proposals**

**Attachments:** Yes

**Action Requested:** Authorize staff to begin contract negotiations with the Law Offices of Matthew Montoya and Stephen McKay.

**Follow Up:** Okay with Board.

**Subject/Description: 2013 Conservation Futures Application WCLT Farmland  
Conservation**

**Easement for 3 Sisters Farm**

**Attachments:** Yes

**Action Requested:** Don Mason briefed the Board on the WCLT Farmland Conservation Easement for 3 Sisters Farm CFF application.

**Follow Up:** Okay with Board to move forward to a Monday agenda.

**Subject/Description: Camano Animal Control**

**Attachment:** none

**Action Requested:** Approval to move forward with contract negotiations with Diana Young for Camano Animal Control.

**Follow Up:** Okay with Board to move forward with contract negotiations.

**Commissioners Agenda  
Summary Minutes**

The County Commissioners met during Work Session on Wednesday, November 6, 2013 at 1:45 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:



**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 203  
NOVEMBER 6, 2013 – WORK SESSIONS**

**County Commissioners:**        **Jill Johnson, Chair**                                **Staff: Nicole Tesch**  
   **Kelly Emerson, Member – Excused**  
   **Helen Price Johnson, Member**

**Others Present:** Elaine Marlow, Budget Director

Record @ 04:05:21

**Subject/Description:** Consider appointment/reappointment to the Island County Housing Authority Board

**Attachments:** yes

**Action Requested:** The Board considered appointments/reappointments to the Island County Housing Authority Board.

**Follow up:** Okay with Board to move recommendation forward to a Monday agenda.

**Subject/Description:** Historical Preservation Grant

**Attachments:** contract

**Action Requested:** Historical Preservation Grant with the Island County Historical Society for Collection and Preservation of Historical Photographs and Artifacts. Fees authorized under RCW 36.22.170(1)(a) funds this contract and can only be spent on historical preservation activities. Amount: \$5,000.00.

**Follow up:** Okay with full Board to move forward to a Monday agenda.

**Subject/Description:** NAS Whidbey Task Force

**Attachments:** Ltr dated 10/30/13 from Al Koetje, NAS Whidbey Task Force, to BOCC

**Information:** Commissioner Johnson noted that on behalf of District 2 she will be providing a copy of the letter and petitions to the Navy's representatives at the Growler EIS public meetings in December.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

\_\_\_\_\_  
Jill Johnson, Chair

\_\_\_\_\_  
Kelly Emerson, Member

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Helen Price Johnson, Member

ATTEST:

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Debbie Thompson, Clerk of the Board